

Job Description

For Non-Streamlined Positions

This form is used to provide a complete description of the specific job (or role) and defines the skills, knowledge and abilities required to undertake the specific and generic role profile.

Section A: Specific Role Profile

The specific role profile provides key information relating to the salary and working conditions e.g. location of a job, along with the current focus of the job role and a brief description of the main duties.

Role Details

Job Title:	Legal Executive (Property Lawyer)	JEID	N0036
Salary Grade:	Scale K		
Team:	Property		
Service Area:	Corporate Legal Service, Resources		
Primary Location:	Shire Hall, Warwick		
Political Restriction	This position is not politically restricted		
Responsible to:	Property Team Leader		
Responsible for:	N/A		

Role Purpose

1. To provide advice, representation and support relating to all aspects of conveyancing/commercial property matters including:-
 - * Freehold disposal and acquisitions
 - * Leasehold disposals and acquisitions
 - * Easements
 - * Licences
 - * Planning Agreements
 - * Compulsory Purchase Orders
 - * Agricultural law
 - * General Advice
2. Advise officers and members of the Council and external clients
3. Prepare reports, statements and any other written material required in connection with the Council's or external client's legal work
4. Assist in the effective operation of the Law and Governance Division, including the delivery, maintenance and development of effective case, performance and quality management systems and other business and administrative systems.

Role Responsibilities

- Supporting and substituting for other members of the Service in carrying out their duties.
- Contributing to and participating in the Council's and the Division's modernisation initiatives and the continuous improvement of services
- Building and maintaining effective relationships with key clients on behalf of the Team and the Division and being accountable for the quality and level of services provided to them.
- Advice, representation and support in relation to property related matters on behalf of the Council and its external partners.
- The Head of Law and Governance or his/her nominated representative may revise the work undertaken by the post holder after discussion with him/her and he/she must be prepared to change and develop his/her role to suit the needs of the service.

Section B: Person Specification

The person specification provides a list of essential and desirable criteria (skills and competencies) that a candidate should have in order to perform the job.

Each of the criteria listed below will be measured through; the application form (A), a test / exercise (T), an interview (I), a presentation (P) or documentation (D).

Assessed By:

Essential Criteria

• Chartered Legal Executive, qualified solicitor or barrister	A/D
• At least 2 years post qualification experience dealing with commercial property matters	A/I
• Ability to analyse complex issues, assess risks and find solutions	A/I
• Ability to focus on client objectives and add value	A/I
• Ability to act with strategic clarity and astute tactics	A/I
• Ability to be a first-rate communicator	A/I
• Ability to give incisive, clear and positive advice	A/I
• A desire to meet high standards of case management and comply with office procedures	A/I
• To be versatile and a quick learner	A/I
• To react fast and well to the urgent and unexpected	A/I

Desirable Criteria

Assessed By:

• To be a team player	A/I
• To be trustworthy, ethical and a good time manager	A/I
• To take responsibility	A/I
• To apply the principles of performance management and customer care	A/I
• To be flexible on working hours	A/I

Section C: Working Conditions

The working conditions relate to those non-contractual elements of the job that may impact on the holder of the position, as well as those workplace-based responsibilities that are part of this job. These are not contractual but provide a guide to the working conditions and the potential hazards and risks that may be faced.

Health & Safety at Work

To take responsibility for your own health, safety and wellbeing, and undertake health and safety duties and responsibilities for your role as specified within Warwickshire County Councils Health and Safety Policy, and all other relevant health and safety policies, arrangements, procedures, systems of work as specified for the post/ role.

Potential Hazards & Risks

The potential significant hazard(s) and risk(s) for this job are identified below (those ticked). The purpose of recording this information on the job description is so that the health status of the potential and actual post-holders can be assessed with regard to the significant hazards and risks. These hazards and risks should be based on the appropriate activity, process and/or operation risk assessment whereby all of the significant risks are identified, recorded and appropriately controlled. The list below is therefore not an exhaustive list because it is the risk assessment that details all significant risks that could arise out of or in connection with the work activity, but any others will be identified in the 'other' section.

<input type="checkbox"/> Provision of personal care on a regular basis	<input type="checkbox"/> Driving HGV or LGV for work
<input type="checkbox"/> Regular manual handling (which includes assisting, manoeuvring, pushing and pulling) of people (including pupils) or objects	<input type="checkbox"/> Any other frequent driving or prolonged driving at work activities (e.g. long journeys driving own private vehicle or WCC vehicle for work purposes)
<input type="checkbox"/> Working at height/ using ladders on a regular/ repetitive basis	<input type="checkbox"/> Restricted postural change – prolonged sitting
<input type="checkbox"/> Lone working on a regular basis	<input type="checkbox"/> Restricted postural change – prolonged standing
<input type="checkbox"/> Night work	<input type="checkbox"/> Regular/repetitive bending/ squatting/ kneeling/crouching
<input type="checkbox"/> Rotating shift work	<input type="checkbox"/> Manual cleaning/ domestic duties
<input type="checkbox"/> Working on/ or near a road	<input type="checkbox"/> Regular work outdoors
<input type="checkbox"/> Significant use of computers (display screen equipment)	<input type="checkbox"/> Work with vulnerable children or vulnerable adults
<input type="checkbox"/> Undertaking repetitive tasks	<input type="checkbox"/> Working with challenging behaviours
<input type="checkbox"/> Continual telephone use (call centres)	<input type="checkbox"/> Regular work with skin irritants/ allergens
<input type="checkbox"/> Work requiring hearing protection (exposure to noise above action levels)	<input type="checkbox"/> Regular work with respiratory irritants/ allergens (exposure to dust, fumes, chemicals, fibres)
<input type="checkbox"/> Work requiring respirators or masks	<input type="checkbox"/> Work with vibrating tools/ machinery
<input type="checkbox"/> Work involving food handling	<input type="checkbox"/> Work with waste, refuse
<input type="checkbox"/> Potential exposure to blood or bodily fluids	<input type="checkbox"/> Face-to-face contact with members of the public
<input type="checkbox"/> Other (please specify):	